

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Administrative Services

DATE: 9 June 1951

FROM : Chief, Bldg. Maintenance and Utilities

SUBJECT: Report of Operations by the Building Maintenance and Utilities Division
during the month of May, 1951.

Volume:

A.	1. Requests for services on hand prior to May 1	87
	2. Requests on hand two months old or older	2
	3. Requests for services on hand 31 May	14
B.	Requests for services received in writing during May	250
C.	Telephone calls received during May	2700
D.	1. Orders submitted to GSA charged to quarterly encumbrance.	266
	May allotment of quarterly encumbrance for alterations and renovations \$11,308.00	
	2. Special orders submitted to GSA not charged to quarterly encumbrance	23
	a. Renovations (251-165) \$35,589.00	
	b. Renovations (Other) 3,055.00	
	\$38,644.00	
	3. Quarterly orders submitted to GSA (for 2 month period)	2
	4. Orders submitted to GSA nonreimbursable (written and verbal)	430
	5. Routine inter-office memorandums and inter-agency letters.	65
E.	1. Space moves during May	22
	2. Total personnel moved	317
	3. Equipment moves	37
	4. Man hours worked by GSA	1432
	5. Estimated cost	\$2133.00
	May allotment of quarterly encumbrance for Laborers and Trucks	\$3333.00
F.	Protective Services (GSA Guard Posts)	
	1. Reimbursable Posts	146
	2. Non-reimbursable Posts	31
	May allotment of quarterly encumbrance	\$51,734.00

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G. Monies paid to GSA during the month of May for services rendered during the month of February.

1. GSA Guards	\$40,014.24
2. GSA Laborers and Trucks	7,700.39
3. Alterations and Installations	28,365.96
4. Janitorial Service	50.40
5. Elevator Service	-----
6. Hot Plates	-----
7. Fireman-Laborers	1,108.94
	<u>\$77,239.98</u>

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Attachment

*Noted
by.*